FAST Guidance for Agency HQ Administrators

The FAST (Federal Automotive Statistical Tool) system was developed to assist fleets in meeting the data reporting requirements of Executive Order 13149 *"Greening the Government Through Federal Fleet and Transportation Efficiency,"* The Energy Policy Act of 1992, as amended by the Energy Conservation Reauthorization Act of 1998 (Public Law 105-388), the General Services Administration's SF82 "*Agency Report of Motor Vehicle Data*", and the Office of Management and Budget's Circular A-11 *"Preparation, Submission and Execution of the Budget".* Data collected through the FAST will satisfy all of these requirements.

A. Hierarchy Set-up

To report SF-82, EPACT, EO 13149, and A-11 data, the senior level official or their designated representative must create a reporting structure that we call the reporting hierarchy. You must build this hierarchy before any entities within your agency can be given a password or access to the system. For agencies that have entered data in prior year data calls, this hierarchy will reflect the structure from the previous year. The agency administrators and trainers for each agency have been given access to build/modify their agency hierarchy. The hierarchy is built from the top down, much like an organizational pyramid. Only elements that have no subordinates are able to report SF-82, EPACT, and EO 13149 data. This is a complex concept. The Agency Administrator sets up their Agency and Regional Hierarchy and authorizes Agency and Regional users (i.e., Field or Operations offices) using the following procedures:

1. Login to the FAST program by going into your Internet browser (e.g., Internet Explorer or Firefox) and keying in URL http://fastweb.inel.gov in the address window at the top of the screen. Enter your FAST Login ID and Password, and then click on the **Login** button. You will be prompted to change your password if your password has expired or if this is your first time to Login to FAST. (Note: You must have *Javascript* enabled to log into the FAST. See your local IT help desk if you don't know how to enable *Javascript.* Most browsers have *Javascript* enabled by default).

2. Click on the **Admin Tools** tab in the FAST, then click on the **Update Reporting Hierarchy** link on the FAST System Administrative Tools menu.

3. Click on **Add an Element** from the Elements subordinate to [Your Agency].

4. Complete the requested element information: the Agency name and abbreviation (example – "Office of Defense Programs" and "ODP" for the name and abbreviation, respectively). If this element is a report level element (rather than an intermediate level headquarters), check the appropriate box and complete the information. Report level elements are those elements which operate and report vehicles. In a case where entity A owns and operates vehicles and also oversees other entities that own and operate vehicles, entity A should be entered twice. First as a non-reporting element **and then again** as a reporting element under the first element. Next, **choose the applicable Contact from the drop-down box, and FAST will complete the header information for you. If the contact information needs to be updated, do so with the Contact's work information, and when the Add Element Information button is clicked the FAST user database will be updated with your changes.** If the appropriate Contact individual is not yet in the system enter their information by clicking the "Add User…" link, and then click the **Add Element Information** button. You then need to notify the new user of their User ID and Password by clicking on the envelope email link ( ).

5. After the Agency information and the Contact Information is complete, click on the **Add Element Information** button to save the entered information.

6. Repeat steps 3-5 until all Agency and Region elements are in place.

7. To enter a subordinate element (one underneath an established element), follow these steps:

   a. First click on the element **Name** that the subordinate element will fall under. This will bring up a list of elements subordinate to the element you clicked on.

   b. Next, click on the **Add an Element** button. This brings up the *Element Information/Contact Information Screen.* Enter the requested information (see steps 3-5 above) then click on **Add Element Information** to save the information entered. You will be returned to the screen listing the elements subordinate to the element you originally clicked on.

    c. To add yet another subordinate element under this element click on **Add Element**, otherwise click on **Up One Level** to navigate up through the agency's hierarchy.

8. Repeat the steps above as needed until all Agency elements are in place down to the fleet/reporting elements.

9. This hierarchy structure can be modified as many times as necessary prior to the beginning of the data call (October 1st). It does not matter if you make mistakes during setup – pruning and adjusting the hierarchy before the start of the FAST data call carries no consequences. However, you must proceed with extreme caution if you modify your hierarchical structure after the data call begins, because you may inadvertently delete fleet data which has already been entered by your users.

B. Add Users

After the Hierarchy set-up is completed, the next step is to add the agency and regional users. The Agency Administrator adds both the agency and regional users to the FAST System.

1. Click on the **Admin Tools** tab in the FAST, and then click the **Update Users** link on the FAST System Administrative Tools menu.

2. Verify the user to be added is not yet in the FAST database. Click on the letter corresponding with the user's Last Name. If the user is not listed, click on the **Add** button at the top of the screen to add your user.

3. Complete all the information in the Add User Screen. After completing the user information, click on the **Add User** button at the bottom of the screen to save the information.

4. Next complete the Level 1, 2 and 3 access for the user. The new user will be able to view all Fleet Data under the organization(s) you select. You will choose the bureau/region for this new user from the drop down menu. Choose from either A (Read) or B (Read/Write) from the **Security** drop down menu. If the new user requires approval authority place a √ (check) in the **Approval Authority** box. When you have completed the data click on the **Approve** button to save. The saved information will be the "default" shown through the Region and Fleets associated with each Agency you give the new user access to. You may **Remove** a line if the default information is incorrect. You can then change the information to reflect the correct authorization/access for the user.

5. After all element items are selected and verified, click the **Done** button at the top of the "Add User" screen to save the changes. <u>You then need to notify the new user of their User ID and Password by clicking on the envelope link</u> ().

C. Preparation for Fleet Data Entry

Report Open-Close Dates must be set before the Fleet Manager(s) can enter data into their reports. The FAST System administrator has already set default dates. These defaults may be used by each agency as the open and close dates for reporting or the agency web administrator may set their own open and close dates, within the dates already established.

1. Select the **Admin Tools tab,** the click the **Manage Reporting Open/Close Dates** link on the FAST Administrative Tools menu.

2. Change the default **FAST Start**, **FAST Interim End**, FAST **End**, **OMB Start**, **OMB Interim End**, and/or **OMB End** dates for your agency, and click **Update** to save the dates and return to the FAST System Administrative Tools menu. "Interim end" dates are dates by which users associated with fleets must be finished with their data reporting. By default, these dates are the same as the regular end dates. You may, however, establish interim dates prior to the regular end dates so that you have a period of time after the fleet users complete their data entry to review (and correct, if necessary) the submitted data ahead of the official close of the FAST data call.

Fuel Use and Economy

This data should be completed after Fleet reports are completed, and is accessed from the **Admin Tools** tab. This report has two sections that Agency Administrators must complete.

- Section 2 - Estimated Total Fuels Used in AFVs: Estimate the total amount of fuel used in your Light Duty AFV Fleets for the listed year. Include petroleum based fuels (gasoline and diesel) and alternative fuels (CNG, LPG, etc.).

- Section 3 - Fuel economy of Light Duty Non-AFV Acquisitions: Estimate the average fuel economy for newly acquired vehicles.

D. Update Help Desk Contact Information

Each Department needs to have a designated individual for Fleet officials to contact with questions. Contact information for both the primary and secondary individuals can be specified by selecting the **Admin Tools** tab, then clicking the **Update Help Desk Contact Information** link (within the "Manage Users" section of the FAST System Administrative Tools menu). Key in your Department's contact information (name, e-mail address, telephone number).

E. Available Reports/Tools

The following reports will be available through links on the FAST **Reports** tab.

1. Agency Aggregate AFV Report – This is the official summarized set of data used to gauge your agency's compliance with EO 13149.

2. Petroleum Consumption Report – Shows data through the current FY for "Covered Petroleum Consumption in GGE", "Alternative Fuel Consumption (in GGE)", and "Average Fuel Economy of non-AFV Light Duty Vehicle Acquisitions (in mpg)". Data percentages are calculated against available 1999 baseline data.

3. Data Quality/Consistency Report – Provides an overview of the submitted cost, mileage, inventory, and fuel consumption data for some or all of your agency, from the perspective of the consistency and completeness of that data. This report, new for the FY2005 FAST data call provides several different trends showing key data elements such as inventory, fuel consumption, and cost data across recent years, as well as cross-reference tables showing inventory (by fuel type) vs. fuel consumption and cost. All agencies are expected to review this report to help identify and resolve any significant issues with their reported data prior to the close of the FAST data call.

4. OMB A-11 AMVFR – Provides an overview of fleet inventory for all years surveyed (fiscal year just ended, along with projections for each of the next three fiscal years), accompanied by fleet costs for the fiscal year just ended. All agency administrators should review this report prior to the close of the FAST data call, even though the majority of this report is not due to OMB until the following August, to ensure that their agency's projections for vehicle acquisitions and disposals make sense (e.g., that the combination of acquisitions and disposals do not result in negative inventory figures for a particular type of vehicle).

5. Agency Trend Reports – Show different trends of FAST data for your agency, and provide comparisons of your agency against the Federal Government fleet as a whole or against individual agencies. These trends include inventory or acquisition data (by vehicle type, source, or fuel type), mileage data (by vehicle type), and cost data (by vehicle type).

6. Query Tool – Provides ad hoc query construction and manipulation capabilities for agency administrators to retrieve Section I, II, or III data from FAST, including filtering, sorting, and subtotaling capabilities.

7. Data Completion Report - Agency - Shows fleet total completion percentages by agency.

8. Data Completion Report – Shows your Agency's fleet completion percentages. **Fleet approvals** are processed through this report.

9. Flagged Items Report – Shows any potential errors flagged during the Fleet data entry data validation step.

10. Data Log – Shows a log of the changes made by Agency, who made the changes, the time and date of the changes, and the reports the changes were made to.

F. Additional Tools

Additional administrative tools are located on the **Admin Tools** tab.

1. FAST Message System - Allows Agency administrators to send e-mails to the following groups of people through the FAST system: Agency Admins only, Supervisors only, All downstream users, Single user. The ability to view message sent in the past ("archived" messages) is also available.

2. List Organizations and Users - Lists all Department Agencies, Regions, and Fleets along with their associated users and their phone numbers.

3. List Current Users - Shows a List of (agency) Users who have been:
   a) Current users active within the past 10 minutes;
   b) Users active within the past hour; and
   c) Users active today.

G. Available Help and Reference Information

There are several ways to get online help for the FAST system.

1. After logging into the FAST, you will be typically be presented with the "What's New?" screen. You can dismiss this screen from subsequent logins if you prefer – but when new information is added by FAST System Administrators you will be presented with the screen again when you log in. Additionally, you can select **What's New?** from the top of the **Help** tab at the top of every screen in the FAST.

2. Frequently asked questions (and their answers) are also available from the **Help** tab at the top of every screen in the FAST – click on the **Frequently Asked Questions (FAQ)** link to access this helpful system.

3. The FAST on-line help system, which is accessed by clicking on **Help** tab at the top of each FAST screen, and then selecting the **FAST On-line Help System** link. You can also click on the 🛈 icon within the FAST website to see an embedded pop-up help screen on a particular topic.

4. If additional assistance is needed, you may contact your FAST Agency Trainer (a link to the **Agency Help Desk List** is available on the FAST Login screen - http://fastweb.inel.gov/index.cfm?fuseaction=HelpDeskList).

A designated Agency (HQ) Administrator/Trainer's name and phone number is shown at the bottom of each page when logged into the FAST system, and an Agency Help Desk List is available on the FAST Login screen. Those individuals (the designated HQ administrator and trainer) are to always be considered your first line of support when you or the users within your agency require assistance with the FAST. For web-related problems, contact the FAST Message Center at michelle.kirby@inl.gov (or telephone 208.526.4273).